



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Janitor</b>
<b>Department/Location:</b>	Janitorial/Commercial Operations
<b>Reports to:</b>	Janitorial Manager / Janitorial Crew Leader
<b>Position Supervises:</b>	N/A
<b>Fair Labor Standards Act (FLSA) Status:</b>	Non-Exempt Hourly
<b>Employment Status:</b>	Part-time. Promotions to Full-time Available
<b>Revision Date:</b>	March 2023

## JOB SUMMARY

The Janitor position is to perform general janitorial duties at the assigned buildings in a manner consistent with the ULI Mission, Vision, and Values. The Janitor works under the supervision of the Janitorial Crew Leader and the Janitorial Manager.

## ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- General cleaning of buildings
- Clean building floors using appropriate method: sweeping, mopping, scrubbing, and/or vacuuming.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean/dust and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Clean/dust walls, machines, and equipment.
- Mix water and detergents in containers to prepare cleaning solutions according to specifications.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Shampoo carpets.
- Strip, seal, finish, and polish floors.
- Clean foot mats, door handles, restrooms, break rooms, etc.
- Follow accepted policies, practices, and procedures for the janitorial function.
- Report any quality issues to supervisor or other individual authorized to initiate action.
- The Janitor will be knowledgeable in the practices of commercial cleaning, and familiar with required supplies and materials.
- Notify supervisor of any major repairs necessary
- Assists in other areas as needed



## **EXPERIENCE**

- No experience necessary.

## **JOB KNOWLEDGE, SKILLS & ABILITIES**

- Practice safe working techniques.
- Willingness to uphold ULI employee policies and procedures.
- Ability to maintain cleaning equipment and machinery.
- English skills a plus.
- Applied knowledge of occupational hazards and safety rules and regulations.
- Ability to utilize office equipment including personal computers, mobile communication devices and software programs (i.e. Microsoft Office Suite, e-mail, payroll etc.)

## **COMPENSATION & BENEFITS**

- Starting pay is \$15.00 per hour, with regular increases reaching \$16.00 per hour after one year of service.
- Paid time off offered after one year of service
- 6 paid holidays per year
- English as a second language (ESL) lessons
- Basic life and AD&D insurance paid for by the company
- Company match on 401k contributions
- Paid parking or bus passes available

## **WORKING CONDITIONS**

The position requires the ability to repeatedly push, twist, bend, stand, walk, sit, talk, hear, and use hands to finger, grasp, handle, or feel 100% of the time. The employee must occasionally climb, stoop, kneel, crouch or crawl, reach and grasp as well as lift and/or move up to 100lbs (assisted) 25% of the time. The employee must have the visual acuity to determine the neatness and accuracy of their work 100% of the time and must be able to carry multiple work assignments. The noise level in the work environment is moderate working in general office environments and associated service support areas such as mechanical rooms, loading docks and storage rooms.